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NSHS ESC MEETING MINUTES for 7 & 8 December 2000

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Identify input elements into Quality Manual
2. Flow chart Document Control
3. Verify cross-code listing

LEADER: CAPT Wynkoop

FACILITATOR: CDR Whalen, CDR Baker, LCDR Kennedy, MR Kirkbride

TIME:

FROM: 07:30 TO: 1600 7 & 8 DEC 2000

MEMBERS PRESENT

- CAPT Wynkoop
- CAPT Younger
- HMCM Castillo
- CAPT Welbourn
- CDR Hearin
- LT Miller
- CDR Luke
- MR Behnke

- CDR Bryson
- MR Dumbeck
- HMC Hollinger
- HM1 Silva
- CDR Baker (Adhoc)
- CDR Whalen (Adhoc)
- LCDR Kennedy (Adhoc)
- Mr. Kirkbride (Adhoc)

MEMBERS NOT PRESENT

- CAPT Miller

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The CO opened the meeting with a review of the direction the Command is taking and the importance of ISO 9001-2000.	CAPT Wynkoop	
Review open items from last retreat	A review of open items was discussed and the ESC decided to keep working the open items. Number 7 of the tasking list was completed. (see enclosure 1)	CDR Whalen	
ISO Translation	A draft ISO brief was given to the ESC for approval. This ISO briefing will be given to each department within NSHS after some minor changes.	LCDR Kennedy	
Identify input elements into the Quality manual	The ESC started at element 7 in the Quality Manual to identify the policy statement for each ISO standard. Action item The Implementation Team was tasked to perform a final review of Quality Manual elements and present the final draft to the ESC at a later date.	CDR Whalen ISO Imp Tm	
Second day			
Flow charted Document Control	The ESC flow-charted the document control process after the XO briefed the functions of document control at BUMED to the ESC members.	CDR Whalen	

Verify Inter-Directorate listing	<p>After review of the BUMED Inter-Directorate listing and review of the NSHS instructions the ESC members identified the processes they consider being Level II (see enclosure 2).</p> <p>Action item The ESC members will determined the process for all Inter-Directorate functions.</p> <p>Next scheduled ESC meeting is to be determined</p>	<p>CDR Whalen CDR Baker</p> <p>ESC members</p>	
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